

**Subject:** Fwd: Utility Vehicle - Maintenance/Golf (list of trainers)

**From:** Jennifer Casillas

**Date:** 7/14/2021, 6:15 AM

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Please add the training day to your Calendars.

----- Forwarded message -----

From: **Joyce Washizaki** <[joyce.washizaki@lacity.org](mailto:joyce.washizaki@lacity.org)>

Date: Wed, Jun 30, 2021 at 11:07 AM

Subject: Utility Vehicle - Maintenance/Golf (list of trainers)

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Good afternoon everyone,

The Utility Vehicle (trainer the trainer) classes have been completed for Maintenance & Golf. Refer to the list for those that have the skill set to train other workers.

As a recommendation, all employees who are driving any type of utility vehicle must be trained by a person that completed the utility vehicle (train the trainer) class. To ensure training is consistent throughout, the following information should be provided to all operators and trained **by 9/1/21 or sooner** to meet the corrective actions on several incidents and near misses that occurred within RAP:

1. Provide memos
  - a. Directive on Driving Vehicles on Park Grass (11/20/19)
  - b. Safe & Appropriate Use of City Vehicles (2/23/21)
2. PPE
  - a. Footwear - substantial footwear, no sandals or tennis shoes.
  - b. Clothing - no loose clothing/jewelry & should wear long pants
  - c. Safety glasses - yes
  - d. Work gloves - yes
  - e. Hard hat - at a golf course, near a golf course or when there's overhead falling items.
  - f. Hearing protection - optional for non-diesel. **Do not use headphones, cell phones, earbuds or other electronic devices that cause distractions while operating a vehicle.**
3. Owner's/Operator Manual - must review and familiar with the subject content before operating the vehicle.
4. Each operator should view the Safety Video, <http://videoshare.toro.com/watch/p5rR9MsNq7eyXjnypAvHVQ?>
5. Conduct Operator Performance Evaluation on each operator and use template for documentation.
  - a. Refer to an example of the driving course setup.
6. Document/Recordkeeping - sign-in sheet and with other supporting documents.

**Note:** if the operator does not have the adequate skill level to drive the utility vehicle in a safe manner, then additional training shall be provided to that person. Also, all drivers must have a current and valid California driver license (refer to memo from the GM (2/23/21).

If you have any questions or need assistance on training, I can be reached at 213 202-3247 (office) or (cell).

Thank you, Joyce

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Joyce Washizaki, Safety Engineer  
City of Los Angeles, Department of Recreation and Parks  
Human Resources/Safety  
213 202-3247 (office)  
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Thank you,

**Jennifer Casillas**

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- [Attachments-13/SCLA39\\_11721061010270.pdf](#)
- [Attachments-13/SCLA39\\_11721061010280.pdf](#)
- [Attachments-13/6-17-2021 Utility Vehicle training layout.pdf](#)
- [Attachments-13/Operator Perf Eval - Template.xls](#)
- [Attachments-13/Utility Vehicle - List of Trainers mtce and golf.xls](#)